

Amendment

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**MERIT PROMOTION ANNOUNCEMENT**

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

**ANNOUNCEMENT #:** ARNGT 05-293

**OPENING DATE:** 14 October 2005

**CLOSING DATE:** 31 October 2005

**ANTICIPATED FILL DATE:** 11 Dec 05

**POSITION TITLE AND NUMBER**

Heavy Mobile Equipment Mechanic Supervisor  
PDCN 40067000, MD#: 7021-10

**UNIT/ACTIVITY AND DUTY LOCATION**

Maneuver and Training Equipment Site  
NCARNG, Fort Bragg, North Carolina

**GRADE AND SALARY**

WS-5803-15 \$30.44 - \$35.56 per hour

**EMPLOYMENT STATUS**

Excepted Service

*Changes to this announcement are in italics.*

**WHO CAN APPLY:** The area of consideration for this announcement is the NCARNG Technicians Only. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard.

**HOW TO APPLY:** Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), Resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

**QUALIFICATION REQUIREMENT:** Must have 36 months specialized experience that demonstrates that the applicant has acquired the below listed KSA's.

**KNOWLEDGE, SKILLS ABILITIES (KSA'S)**

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Ability to plan and organize the work of the assigned repair organization.
2. Ability to meet deadlines.
3. Knowledge of heavy mobile equipment repair functions.
4. Ability to work with others.
5. Ability to oversee and train subordinate supervisors, to deal objectively with workers and render sound supervisory decisions.
6. Ability to devise new methods.
7. *Ability to read and interpret maintenance reports.*

**CONDITIONS OF EMPLOYMENT:** Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS/Branch in the NCARNG shown under Military Assignment below.

**SECURITY CLEARANCE:** Must have a security clearance at the Secret level.

**MILITARY ASSIGNMENT:** Assignment to a compatible Officer or Warrant Officer position in the NCARNG is mandatory. (Q: BR 90, 91, 92; WO: 13, 14, 91, 210A, 920A, 920B)

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Plans the overall allocation of personnel and other resources to the organizational segments supervised to accomplish work operations which, because of their scope, volume, and complexity, must be planned on a yearly or longer basis. Analyzes the work plans developed by subordinate supervisors for accomplishment of assigned work orders and projects and the status of work being accomplished in relation to overall schedule requirements, including unanticipated or emergency requirements. Provides higher level managers and/or supervisors information on status of work projects, budget estimates, changes in equipment, facilities, techniques, etc. Participates fully with higher level management officials and staff organizations in studying and developing recommendations concerning changes in specification requirements, work techniques and standards; revisions of organizational structures, responsibilities, and relationships; and improvement or modernization of equipment, facility layout, and work flow. Participates in planning conferences and meetings. Explains work requirements to subordinate levels of supervision, sets deadlines and sequence of operations. Coordinates and directs the work of units supervised. Balances work load for subordinate work groups. Analyzes production, cost and personnel utilization records and makes adjustment in operations to correct problems. Develops quality and quantity standards. Spot checks work operations to assure production and quality standards are met. Encourages employees to achieve goals. Recommends promotion or reassignment of subordinate supervisors and reviews personnel actions prepared by them. Makes formal appraisal of supervisors' work performance and reviews employee appraisals submitted by them. Determines long-range training needs for all levels of subordinates, submits funding and budget requests with justification for approval, and arranges for the accomplishment of the training. Promotes and administers such programs as cost reduction, incentive award s, suggestions, and quality assurance. Ensures that regulations governing safety and housekeeping are observed with appropriate protective clothing and equipment being utilized. Assures that subordinate supervisors carry out such programs as labor - management and equal opportunity. Schedules and approves leave. Ensures that position descriptions are accurate and that position management principles are followed. Develops and establishes the internal procedures to be followed by subordinate supervisors to assure effective control and direction of the work activities, organizations, and personnel supervised. Assures that appropriate production reports and administrative records are maintained. Acts on personnel problems referred by subordinate supervisors. Hears and resolves grievances and ensures proper corrective action is taken. Implements regulatory safety requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions. Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform such additional duties as structural fire fighting, aircraft fire/crash rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operations, maintenance of facilities and equipment, or to serve as a team member on boards to cope with natural disasters or civil emergencies. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 2. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 3. A PCS will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. Applicants will be advised in writing at the interview. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

**DISTRIBUTION:**

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**